

SUMMARY
OF
THE COUNCIL OF UNIVERSITY AND COLLEGE HR DIRECTORS
MEETING OF October 21, 2013

On October 21, 2013, the Council of University and College HR Directors held its monthly meeting at 2 o'clock p.m. The meeting was conducted at the University of South Carolina (1600 Hampton Street, Columbia). The attendees were: Sam Wilkins, the State Human Resources Director; Michelle Pietukowski from Clemson University; Susan Carullo from the Medical University of South Carolina; Chris Byrd from the University of South Carolina; Connie Thompson from the University of South Carolina; Leah Schonfeld from The Citadel; Kim Sherfese from Coastal Carolina University; Jeannie McCallum from Lander University; Susan Jones from Greenville Technical College; Edwina Roseboro-Barnes from York Technical College; and Kevin Paul, Kelly Watkins, and Debbie Clark from the State Human Resources Division [SHRD].

After the meeting was called to order, Mr. Wilkins, Chair, asked for feedback regarding the minutes. The minutes from the September 25, 2013, were reviewed and approved as submitted at 2:05 p.m.

Mr. Wilkins reviewed the "Recommendations Requiring Clarification or Further Action" section of the HEEAPA Recommendations handout.

- Item 1: Clarify the authority and responsibility of the governing boards of each institution in approving policies and procedures to implement separate HR regulations. To be addressed through legislative action.
- Item 2: Implement the proposed plan to transition reporting of higher education data to SCEIS no later than December 31, 2013. Mr. Wilkins will work with SCEIS to determine a reasonable date due to resource limitations.
- Item 3: Request the SHRD to work with the institutions to develop and implement a separate set of model HR policies tailored to the particular needs of higher education institutions. Mr. Wilkins stated that SHRD would work on this item.
- Item 4: Request further discussion with SHRD regarding institutions concerns about trial periods served by employees who transfer to another state agency. Mr. Wilkins stated that SHRD would review this item.
- Item 5: Request the SHRD to review the administrative error criteria to ensure that all legal requirements are met in the most efficient method possible. Mr. Wilkins stated that SHRD would review this item.
- Item 6: Review current processes for approving and documenting dual employment and update the regulations governing summer and overload pay to provide greater simplicity and

administrative efficiency. Mr. Wilkins stated that SHRD would review this item. It will have to be addressed through legislative action.

Committee Reports:

Classification and Compensation Subcommittee

Ms. Sherfese provided the subcommittee report on Unclassified Titles. Items discussed included:

- New Titles – no room to add to the existing alpha numeric scheme. At the meeting, it was the consensus of the group that new titles could be separated.
- Changing some existing class codes so they can be placed with new titles (e.g. Library)
- Changing some existing class codes where it makes sense (e.g. Master Teacher)
- Deletion of Executive Comp titles for higher education. Ms. Rosenboro-Barnes and Ms. Jones confirmed that this was okay since only the State Tech Office uses these titles (not part of the new system).
- Review of EEO Codes. Mr. Wilkins to contact Dan Koon, Division Director, SC Human Affairs Commission, to see if higher education can change EEO codes for Unclassified Titles.

Ms. Sherfese requested that council members notify her of any changes/recommendations regarding this report by September 30, 2013. Ms. Sherfese asked if institutions could request delegation for the new unclassified titles this fall so that they can begin using them in January. Mr. Wilkins stated that SHRD would begin developing a memorandum of understanding.

SCEIS Transition Subcommittee

Ms. Piekutowski gave the SCEIS Transition Subcommittee report. The team working on the SCEIS implementation and transition continues to work on developing the data transfer file and to receive tentative dates from the SCEIS group for the testing to begin. Two Universities are working to develop a test file (Clemson and Lander).

Regulatory/Legislative Subcommittee

Mr. Byrd gave the Regulatory/Legislative Subcommittee report. The team has met and is developing a plan of action. Work is also being done to prepare documentation for submission.

There was discussion about the format of the minutes. It was agreed that minutes would provide a general overview of the meeting discussion. It was also decided that subcommittee

chairs would provide a summary of their subcommittee reports for inclusion in the meeting minutes.

Next meeting date was scheduled for November 16th at USC at 2:00 p.m. Mr. Byrd agreed to confirm space availability.

There being no further business, the Council adjourned.

Minutes devised by Kim Sherfese.